

THE CITY OF SOUTH BEND



VACANCY ANNOUNCEMENT

TRACK SITE SUPERVISOR

DEPARTMENT - PARKS & RECREATION

PART TIME/TEMPORARY

SALARY - \$7.50 HR.

CLOSING DATE – MAY 15, 2009

DEFINITION

Under the direction of the summer track director, helps organize, supervise, promote, and handle day-to-day operation of summer track program and track meets.

EXAMPLE OF DUTIES

Serves as a representative of the City of South Bend, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with the other employees and with the public. Teaches instruction to the youth, running and field events. Manages and upkeeps the various track equipment. Helps with weekly track meets. Works at the local school sites with kids on a daily basis. Responsible for site paperwork regarding registrations, attendance, meets, stats, accident/accidents, time cards. Attends weekly staff meeting. Assists with the daily cleanliness of the grounds around the track. Assists with evening Star Fun Runs and Morningstar 4 Run. Performs other duties as assigned.

EDUCATION AND EXPERIENCE

High school diploma or equivalent.

KNOWLEDGE AND ABILITY

Knowledge of the sport of track and field events and the ability to teach youth the basics of track and field events. Ability to work with youth ages 5 to 18 years. Ability to deal effectively with the public; ability to effectively supervise school sites; ability to effectively coordinate and speak in public settings.

LICENSE REQUIRED

Valid Indiana Driver's License
CPR/AED/First Aid Certification or able to obtain within days of the program beginning.

ABILITY TO SPEAK SPANISH A PLUS

DRUG SCREENING REQUIRED